

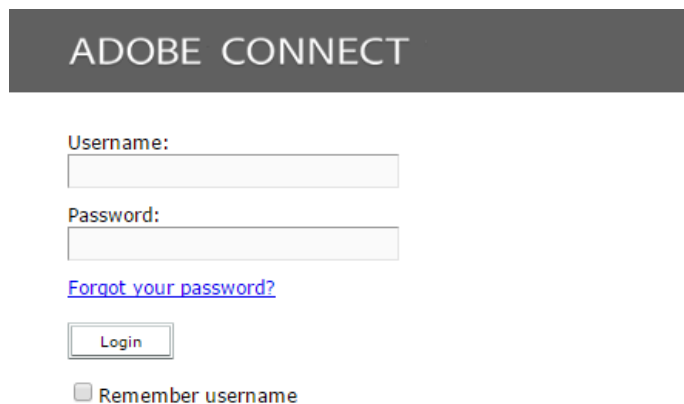
# UTAH ASTHMA WEBINAR SERIES HOW TO ADOBE CONNECT

## **STEP 1 – REGISTRATION**

1. The Asthma Webinar registration link will be made available on the Utah Asthma Program website and sent out via email.
2. Follow the link to the webinar registration page. You will be able to view topic and speaker descriptions prior to registering.
3. Click on the “**Register Now**” button OR “**Event Registration**” in the tab at the top of the page to register.
4. Complete the registration form. **\*PLEASE MAKE NOTE OF YOUR USERNAME AND PASSWORD. You will need this information to access all portions of the webinar (pre-test, webinar, evaluation, post-test, and your certificate).\***
  - **NOTE** – if you have attended an Adobe webinar through the Utah Department of Health in the past, you may use the same username and password you previously created to register.
  - **RESPIRATORY THERAPISTS** – please provide your **AARC NUMBER** in the designated text box in order to receive CE.
5. Once you submit your registration information, you will receive a registration confirmation email containing the link for the webinar. **You will use this link to access all portions of the webinar, so you may want to save the email and/or link for quick reference.**
  - **NOTE** – please **check your spam folder** if you do not receive the email within 24 hours. The email comes from <admin@adobeconnect.com>.

## **STEP 2 – PRE-TEST**

6. Complete the **pre-test PRIOR to the webinar** using the **link in the confirmation email**.
  - **NOTE – You will not be able to access the webinar at the scheduled day and time if you have not completed the pre-test.**
7. To complete the pre-test, you will be asked to **login using the same username and password** you created to register for the webinar with.



ADOBE CONNECT

Username:

Password:

[Forgot your password?](#)

☐ Remember username

8. Once logged in, you will be directed to the webinar overview. Click **“Open”** to access each portion of the webinar (pre-test, webinar, post-test, certificate).



My Calendar My Training Training Catalog My Meetings

My Training View

St...	Name:	Ope...	Clo...	Co...	Score
	Impact of TBI i... <input type="button" value="Open"/>	07/...	07/...	False	

Impact of Overview

URL for View

9. **Each step of the webinar training must be completed in order** (i.e. you must complete the pre-test before you will be able to access the webinar).
10. Click **“Open”** to begin and complete the pre-test. The pre-test will open in a new screen.
  - **The introduction slides for the pre-test will automatically play. Please click the “play” or “next” button to begin the test questions.**
  - Once you have completed the pre-test, you may close the window.

### **STEP 3 – WEBINAR**

11. Attend the webinar on the scheduled day and time using the **link provided in the confirmation email.**
  - **NOTE** – once you complete the pre-test, the access button for the webinar will change to say “Open.” However, *you will not be able to access the webinar until the scheduled day and time.*
  - **IMPORTANT** – When you access the webinar, TWO SCREENS from Adobe may open (a blank white Adobe page in your internet tabs AND the webinar pop-up). **PLEASE LEAVE BOTH SCREENS OPEN.** Exiting out of the blank page may cause a loss of connection with Adobe and lead to experiencing difficulty in accessing the webinar.

### **STEP 4 – EVALUATION, POST-TEST & CERTIFICATE**

12. After attending the webinar, you will have **two weeks to complete the post-test.**
13. **Complete the evaluation and post-test by using the same link that was sent in your registration confirmation.**
14. Click on **“Open”** next to the post-test to complete the test. You will have two attempts and must receive at least 80% to pass.
15. Once you have completed the post-test with a passing score, use the same **link from your confirmation email to access and print your certificate.** The system may require you to exit out and login again to print your certificate (this allows the system to reset and register your score).